

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 65-602

30 JUNE 1997



Financial Management

USER CHARGES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-6, *Budget* and DoD 7000.14 - R, *Financial Management Regulation Volume IIB* procedures and responsibilities for the rental or lease of government Depot Maintenance Activity Group (DMAG) equipment to persons or non-Department of Defense (DoD) agencies in compliance with Air Force Regulation (AFR) 177-8, User Charges. It applies to the Comptroller (FM), Aircraft Management (LA), Logistics (LG), and Plans and Programs (XP) Directorates.

SUMMARY OF CHANGES : Updates the format to current policy and changes office symbols to reflect recent reorganization. It changes reference from Industrial Fund (IF) to DMAG.

1. GENERAL .

1.1. AMARC will not compete with commercial firms in providing equipment and operators.

Rental or lease of AMARC equipment will be considered only when it is used by persons or agencies outside DoD and is in the best interest of the government.

Rental of AMARC equipment will be considered only when it is readily available in AMARC resources and its temporary use by an outside agency will not hinder the mission effort.

When authorized services are provided to persons or agencies outside DoD, the recipient will be assessed a minimum charge of not less than \$50, or 1 hour of actual cost, whichever is greater.

When operator support or escort is required, the customer will pay for the direct labor incurred. No further charge will be made for rental of equipment.

2. PROCEDURES AND RESPONSIBILITIES. The Workload Division (FMW) is responsible for authorizing the use of AMARC assets by persons or organizations outside DoD.

2.1. Upon receipt of a request, FMW will:

2.1.1. Define the customer's equipment requirements which will indicate whether operator support is required.

2.1.2. Based on information received from FMW, the Capital Purchases Program Manager will prepare cost estimate as follows:

2.1.2.1. If the stock number of equipment is on the DMAG Depreciation Schedule:

2.1.2.1.1. Determine one month's depreciation and divide this number by 20 for the daily rate.

2.1.2.1.2. Multiply daily rate by 1.03.

2.1.2.1.3. Multiply book value obtained from depreciation schedule by .10; divide the result by 365.

2.1.2.1.4. Add the results from (2.1.2.1.2.) and (2.1.2.1.3.), and multiply by number of days anticipated usage.

2.1.2.2. If equipment to be used is not on the DMAG Depreciation Schedule, charge a flat rate of \$5 per day per piece of equipment.

2.1.2.3. Request appropriate funds authorization from customer based on cost estimate for reimbursement of AMARC DMAG.

2.1.2.4. Inform users of their responsibilities of reimbursement for government property lost, damaged, or destroyed other than through fair wear and tear.

2.1.2.5. Coordinate with the applicable directorate to determine availability of requested equipment and direct labor required to support the request. Required operator support or escort is considered direct labor.

2.1.2.6. Issue AFMC Form 206, **Temporary Work Request**, to the Comptroller Division for obligation of customer's funds.

2.1.2.7. Issue a direct labor or information Work Authorization Document (WAD) and a temporary work order which includes pertinent data required to initiate an AMARC Form 77, **AMARC Support Equipment Rental Record** (see attachment 1), and define requirements.

2.2. The Comptroller Division will:

2.2.1. Upon receipt of customer's funding and AFMC Form 206, issue AFMC Form 181, **Project Order**, to FMW to fund for direct labor if operator support or escort services are required.

2.2.2. Provide FMF with a copy of the customer's funding document or DD Form 131, **Cash Collection Voucher**. Annotate funding document or DD Form 1131 to indicate direct labor required.

2.3. Upon receipt of the wad, the applicable branch will:

2.3.1. Record direct labor hours used for escort or operator support per AMARC Data Collection (ADC) reporting procedures.

2.3.2. If no escort or operator support is required, initiate an AMARC Form 77. Show equipment usage time on the AMARC Form 77 and have it authenticated by signature of the contractor and branch supervisor. Send the completed form to FMF.

2.4. Upon receipt of AMARC Form 77, FMF will prepare manual billing for rental or lease equipment charges, and, if applicable process automated billing document for direct labor charges resulting from the rental or lease.

2.5. FORM PRESCRIBED. AMARC Form 77.

OFFICIAL

ANN E, EDWARDS
Chief, Information and Publications Branch

Attachment 1
AMARC FORM 77